

Updating the Mailing Address

Introduction This guide provides the procedures for a Retiree/Annuitant/Former Spouse to update their mailing address in Retired Global Pay Self Service.

Rules You will be able to update your mailing address. However, there are a few things to keep in mind:

- The changing of your mailing address only affects the mailing of paper pay slips, 1099Rs, paper checks, and the Retiree Newsletter. If you need to change your state of legal residence or state tax withholding, you will need to contact PPC.
- You will have to call PPC for any address changes which involve a foreign address.

Procedures Log into DA Self Service at <https://portal.direct-access.us/> and follow the steps below.

Step	Action														
1	Select the View/Change My Mailing Address link from the home page menu. <div><table><tr><td>View My Payslip This link will take you to a list of all available payslips to view and/or download.</td><td>View/Print My Year End Forms Access year-end ACA, W2, and 1099R forms and choose to forego receiving a paper copy of your tax forms in the mail.</td></tr><tr><td>View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.</td><td>View/Change My Mailing Address This link will allow you to view and make changes to your mailing address.</td></tr><tr><td>View/Change My Phone Number(s) This link will allow you to view, add, or update their phone number(s).</td><td>Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.</td></tr><tr><td>Change My Delivery Options This link will allow you to change delivery options for communications.</td><td>Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.</td></tr><tr><td>View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.</td><td>Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.</td></tr><tr><td>View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries</td><td>Change My Federal & State Tax Review or change your W-4 information.</td></tr><tr><td>View/Print ACA Forms View/Print ACA Forms</td><td></td></tr></table></div>	View My Payslip This link will take you to a list of all available payslips to view and/or download.	View/Print My Year End Forms Access year-end ACA, W2, and 1099R forms and choose to forego receiving a paper copy of your tax forms in the mail.	View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.	View/Change My Mailing Address This link will allow you to view and make changes to your mailing address.	View/Change My Phone Number(s) This link will allow you to view, add, or update their phone number(s).	Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.	Change My Delivery Options This link will allow you to change delivery options for communications.	Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.	View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.	Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.	View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries	Change My Federal & State Tax Review or change your W-4 information.	View/Print ACA Forms View/Print ACA Forms	
View My Payslip This link will take you to a list of all available payslips to view and/or download.	View/Print My Year End Forms Access year-end ACA, W2, and 1099R forms and choose to forego receiving a paper copy of your tax forms in the mail.														
View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.	View/Change My Mailing Address This link will allow you to view and make changes to your mailing address.														
View/Change My Phone Number(s) This link will allow you to view, add, or update their phone number(s).	Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.														
Change My Delivery Options This link will allow you to change delivery options for communications.	Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.														
View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.	Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.														
View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries	Change My Federal & State Tax Review or change your W-4 information.														
View/Print ACA Forms View/Print ACA Forms															

Continued on next page

Updating the Mailing Address, Continued

Procedures, continued

Step	Action															
2	<p>The currently recorded mailing address will display. Click the Edit button to make changes.</p> <div><p>Mailing Address</p><p>Joe Coastie</p><table><tr><th colspan="5">Addresses</th></tr><tr><th>Address Type</th><th>Status</th><th>Country</th><th>Address</th><th>Edit</th></tr><tr><td>Mailing</td><td>Current</td><td>USA</td><td>123 Cutter Lane Malibu, CA 90210</td><td>Edit</td></tr></table><p>* Changes to mailing address will NOT change your state of legal residence for state tax reporting purposes. If you want to change your state of legal residence for tax purposes, after updating your mailing address, click the Change My Federal & State Tax link, then the State Tax Information link, and record your new state of legal residence in the State of Residence field.</p><p>* For changes from a U.S. address to a foreign address, please contact a PPC (RAS) technician for assistance.</p><p>Phone: 1-800-772-8724</p></div> <p>Note: If you do not want to make a change at this time, click either the Home link (to return to the menu) or the Sign Out link (to exit the system) at the top right of the page.</p>	Addresses					Address Type	Status	Country	Address	Edit	Mailing	Current	USA	123 Cutter Lane Malibu, CA 90210	Edit
Addresses																
Address Type	Status	Country	Address	Edit												
Mailing	Current	USA	123 Cutter Lane Malibu, CA 90210	Edit												
3	<p>Your current mailing address will display. Overtyping or delete the current information and enter your new mailing address. Once finished, click Save.</p> <div><p>Edit Mailing Address</p><p>Country: United States</p><p>Address 1: 1230 Icebreaker Rd</p><p>Address 2:</p><p>City: Malibu State California Postal: 90210</p><p>Save Cancel</p><p>* Once saved, your mailing address change will be effective for payment you receive on June 01, 2017. Pay slips or pay checks sent for this payment date will be delivered to the address you specify and save. This address change will also be effective for the delivery of your 2017 1099-R year-end tax forms.</p></div> <p>Note: Changes will normally be effective the 1st day of the following month. The effective month is noted just below the Save button.</p>															
4	<p>A Save Confirmation page will display. Click the Return to Homepage link to return to the Self Service menu.</p> <div><p>Mailing Address Change</p><p>Save Confirmation</p><p> The Save was successful.</p><p>Return to Homepage</p></div>															